

HEADQUARTERS
EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

EUSA Supplement 1
to AR 340-21

18 July 1994

Office Management
THE ARMY PRIVACY PROGRAM

SUPPLEMENTATION. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from HQ EUSA, ATTN: EAIM-R-RM, Unit #15236, APO AP 96205-0009.

AR 340-21, 5 July 1985, is supplemented as follows:

Paragraph 1-4, Responsibilities. Add the following at the end of subparagraph 1-4c:

Supervision and execution of the Privacy Act Program within Headquarters (HQ) Eighth United States Army (EUSA), major subordinate commands, assigned units, and organizations and activities for which EUSA is the administrative agent, is the responsibility of the Publications and Records Management Division, Assistant Chief of Staff, Information Management.

Paragraph 1-9, Privacy official. Add subparagraph c after subparagraph 1-9b.

c. HQ EUSA staff elements, major subordinate commanders, commanders of assigned units and activities, and commanders of other HQ for which EUSA is the administrative agent will designate a privacy coordinator in writing. Copies of the designating document will be provided to HQ EUSA, ATTN: EAIM-R-RM, Unit #15236, APO AP 96205-0009.

Paragraph 2-2, Notifying the individual. Add the following at the end of paragraph 2-2:

All privacy requests for access to records received by HQ EUSA and subordinate elements, with the exception of the office of the EUSA Inspector General (IG), will be forwarded to HQ EUSA, ATTN: EAIM-R-RM, Unit #15236, APO AP 96205-0009. The requests will be given a control number and forwarded to the appropriate office or unit for action. The action office or unit will--

a. Determine if the records are releasable. If releasable, forward the records to HQ EUSA, ATTN: EAIM-R-RM, Unit #15236, APO AP 96205-0009, for coordination with the Staff Judge Advocate (SJA) and Public Affairs Office (PAO) and release to the requester. If the record(s) are considered as un releasable, forward the record(s) to HQ EUSA, ATTN: EAIM-R-RM, Unit #15236, APO AP 96205-0009, for coordination with the SJA and PAO and referral to the AARA for final release determination.

*This supplement supersedes EUSA Suppl 1 to AR 340-21, 14 May 1986.

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b. If a Privacy Act request is received by the EUSA IG, a telephonic request will be made to the Records Management Branch of Information Management (723-4544) for issuance of a Privacy Act control number. If the Privacy Act request is further referred to HQDA IG, as the AARA, a courtesy copy of the referral memorandum will be provided to HQ EUSA, ATTN: EAIM-R-RM, Unit #15236, APO AP 96205-0009, for filing and closing of the control number.

Paragraph 2-11, Procedures. Add the following at the end of subparagraph 2-11b.

All privacy amendment requests received by HQ EUSA staff and subordinate elements, with the exception of the office of the EUSA IG, will be forwarded to HQ EUSA, ATTN: EAIM-R-RM, Unit #15236, APO AP 96205-0009. These requests will be given a control number and dispatched to the appropriate office or unit, for action.

Paragraph 4-2, Privacy Act Statement. Add subparagraphs c and d after subparagraph 4-2b.

c. Use EUSA Form 257 (Personnel Data Card) to gather information required by offices and units for the preparation of required rosters and to provide supervisors with needed emergency notification data on employees. All EA Form 257s and personnel rosters or alert (recall) notification rosters will be safeguarded in accordance with AR 340-21, paragraph 4-4, and are not releasable to outside agencies. Rosters containing personal information extracted from EA Form 257s will have the following heading:

This roster is for internal use by individuals having a need to know. Personal information contained herein will not be disclosed to outside sources without the permission of the individual concerned. This roster will be safeguarded in accordance with AR 340-21, paragraph 4-4.

d. Within EUSA, the current listing of all locally approved forms requiring a Privacy Act Statement is maintained by HQ EUSA, ATTN: EAIM-R-PM, Forms Management Section.

Glossary. Add the following acronyms to Section I, Abbreviations, in alphabetical order:

EUSA	Eighth United States Army
HQ	headquarters
IG	Inspector General
PAO	Public Affairs Office
SJA	Staff Judge Advocate

The proponent of this supplement is the Office of the Assistant Chief of Staff, IM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ATTN: EAIM-R-RM, Unit #15236, APO AP 96205-0009.

FOR THE COMMANDER:

OFFICIAL:

WILLIAM D. MCGILL II
Colonel, GS
Chief of Staff

//ORIGINAL SIGNED BY//

LILLIAN C. SMITH
Lieutenant Colonel, AG
Assistant Adjutant General

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